

**TOWN OF DAVIE
COUNCIL WORKSHOP
AUGUST 16, 2004**

The meeting was called to order at 6:00 p.m. Present were Mayor Truex, Vice-Mayor Paul, Councilmembers Crowley, Hubert and Starkey. Also present were Town Administrator Willi, Town Attorney Kiar, and Town Clerk Muniz recording the meeting.

Mr. Willi explained the purpose of the workshop was to set the Town's millage rate. He advised that the memorandum distributed prior to the meeting covered budget adjustments.

Councilmember Crowley asked how the Town covered tax discounts. Mr. Willi advised that this was covered by property appraisals before the Town received the estimate. Budget and Finance Director William Underwood explained that the Florida Statutes required that the Town recognize no less than 95%. Councilmember Crowley asked how claims from the Value Adjustment Board were covered when appealed by residents. Assistant Town Administrator Ken Cohen indicated that this number was such a small percentage that it was not factored. Councilmember Starkey advised that according to information received from Broward County Commissioner Lori Parrish, the recent Value Adjustment Board for the Town did not make any adjustments.

Mr. Willi advised that revenue had to be recognized for police services, Nova Southeastern University and Broward Community College. He stated that the Town was negotiating with various municipalities to provide building contracting services, which resulted in the addition of \$150,000 to future revenue. Mr. Willi advised that staff was being conservative with this figure and actually anticipated higher revenues. Councilmember Crowley asked if the Town had any commitments with other municipalities. Mr. Willi stated that the Town currently had commitments for contractual services with Hallandale, Dania Beach, Lauderdale Lakes, and Oakland Park. Mr. Willi also advised that insurance reserves were being reduced from \$2.6 million to \$1.16 million.

Mayor Truex questioned why there was not a markup for profit from contractual inspection services. Mr. Cohen explained that the revenues were actually expected to generate \$250,000. Mr. Willi also explained that there was a decrease of \$300,000 in expenses, as the Town had inadvertently double-budgeted for police overtime for the Town's special events. Mr. Willi advised that additional funding was being added to the general fund. He spoke of an additional 18 new staff positions being budgeted for the Fire Department. Mr. Willi also spoke of the stormwater maintenance funding of \$709,000 and indicated that he would be seeking direction from Council on what would be the preferred method of funding. He stated that one suggestion was to use the stormwater fee recommended by staff, while another suggestion was to factor this fee within the millage rate, as previously proposed. Mr. Willi also advised that new park properties, trails and roadways needed to be funded and Council needed to discuss Potter Park staffing, the PAL and charitable donations.

Mayor Truex asked about suggestions for funding staffing of Potter Park. Mr. Cohen advised that discussions were still ongoing with the Community Redevelopment Agency (CRA) but advised that it might not be possible for the CRA to assist. Councilmember Crowley asked if this was due to legal issues. Mr. Cohen responded in the affirmative.

STORMWATER ASSESSMENT. Mayor Truex referred to the \$1.4 million figure and asked if the stormwater and other issues outlined would be covered if the Town used Mr. Willi's original proposal in the initial budget. Mr. Willi responded in the affirmative. Mayor Truex felt the Town could cover its costs without a tax increase. Mr. Cohen agreed. Mayor Truex indicated that he wanted the budget to be adjusted throughout the year with the priority to not increase taxes. Mr. Willi recommended a stormwater assessment as a fairer distribution. He felt this distributed the cost to homeowners more equally.

Councilmember Hubert spoke of the savings homeowners reaped from the reduced fees negotiated on the garbage collection contract. She suggested that if these savings were diverted to stormwater maintenance, then the stormwater program could be maintained. Councilmember Hubert pointed out that

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since residents already budgeted for higher waste collection fees, they would not actualize a tax increase if their savings were applied toward stormwater funding. Mr. Cohen explained the best method of collecting these savings would be to increase the franchise fee on a one-time basis to generate these funds, then reverse this action next year. Mr. Cohen advised that the best way to accomplish this would be to increase the franchise fee by 10% to generate additional funds. Mayor Truex felt the Town should approve this with the use of the reserves, then scale back on the amount to be used from the insurance reserve fund.

Vice-Mayor Paul stated she still had a problem with using the insurance reserve funds. She asked what would be the dollar amount to raise the franchise fee. Mr. Cohen advised that this needed to be calculated and he did not have the exact figure at the time.

Councilmember Crowley asked what impact this method would have on the contract with Waste Management. Mr. Cohen indicated there would be no impact. Councilmember Crowley asked about the Town's franchise fee in relation to other cities' fees. Mr. Cohen indicated that it was about average.

Mayor Truex suggested approving a one-time increase, per Councilmember Hubert's suggestion, which could then be rolled back next year.

Vice-Mayor Paul read aloud the specifics of the stormwater maintenance and cleaning expected annually. Mr. Cohen advised that if the residential and commercial properties were factored together, then the franchise fee would only need to be raised to approximately 18%. Vice-Mayor Paul pointed out the difficulty in explaining this raise in fees to residents. Councilmember Hubert stated that if the Town explained to residents that road flooding would be taken care of, then they would likely not object.

Councilmember Crowley asked if the franchise fee had to be allocated into trash related services. Mr. Cohen indicated in the negative and advised that this went into the General Fund which could be spent. Councilmember Crowley asked Mr. Cohen if he had a breakdown of the insurance reserves. Mr. Cohen stated that he had not known that Council wanted a breakdown. Mayor Truex requested that this be placed on the August 18, 2004 meeting under Old Business.

Councilmember Starkey felt Councilmember Hubert's suggestion was good but felt Council needed to devise a plan to go forward. She was concerned that many residents would assume that due to the funded program, everybody's pipes would be cleaned and that there would be no flooding. Mayor Truex advised that some residents had stated that the drainage was significantly improved. Vice-Mayor Paul pointed out the rotation aspect of the drainage plan. Public Works/Capital Projects Director Bruce Bernard indicated that the rotation would only apply to actual pipe cleaning but that catch basin cleaning and sweeping would be ongoing year-round. Councilmember Starkey felt that the public should be educated that the fee increase would go toward these activities.

Councilmember Hubert asked why work would only be done for 32 weeks. Mr. Bernard indicated that this factored in time lost due to emergencies, vacations and holidays. He advised that other maintenance activities would make up the difference. Mayor Truex requested that this information be provided to Council the following day.

CHARITABLE DONATIONS. Mayor Truex indicated that charitable donations needed to be discussed. He invited the public to speak with regard to charitable donations.

Mandy Fernandez, representing Firewall Ministries which operated its program at Palma Nova, spoke of problems within the community and advised that games, tournaments and various activities were provided for children. He spoke of the need for an after-school program which needed funding. Mr. Fernandez requested \$20,000 from the Town to help with the development of this program. Mayor Truex asked if he could discuss or vote on this request as he was an unpaid director on the board of Firewall Ministries. Mr. Kiar indicated this was not a problem as Mayor Truex received no financial gain.

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Councilmember Starkey thanked Mr. Fernandez and commended him for the work done with the children of the Palma Nova community. She asked Mr. Willi if the Town could provide an in-kind contribution to help with grant leveraging for this agency. Mr. Cohen indicated this would likely be done as a matter of principle. Councilmember Starkey suggested that the literacy component be tied in. Vice-Mayor Paul felt that some other organizations in similar categories that the Town had contributed to should receive the same benefit. Councilmember Starkey spoke of the need for establishing a community chest where funds could be earmarked and where agencies that needed help could be assisted by fundraising efforts. Councilmember Hubert corrected some of the statements made by Mr. Fernandez. She clarified that computers at Palma Nova were contributed by the Town and advised that there were now 815 mobile homes.

Mayor Truex advised that the monies to assist the charities cost the taxpayers nothing and felt most charitable agencies were worthy. He pointed out that the funding had no impact on taxpayers as it came from the community endowment fund which had no bearing on the budget. Mayor Truex felt the recommended amounts were appropriate.

Vice-Mayor Paul felt that the community chest would provide some breathing room. She suggested that the Town fund the same agencies at the same rate as last year, minus the Police Athletic League (PAL) and Memorial Health Care, which would be handled differently.

Council discussed the various donations requested by several not-for-profit agencies. Councilmember Starkey spoke about Family Central's service to the Town's children and felt an increase to \$10,000 was more appropriate. Mayor Truex agreed. Vice-Mayor Paul reiterated that Council should fund agencies at the same recommended levels as last year. Council agreed to approve the request from Area Agency on the Aging. Mayor Truex wanted to clarify whether every entry up to Davie Old School would be crossed off. Councilmember Starkey responded yes, with the exception of Area Agency on the Aging. Mr. Cohen pointed out that Council did not have an option regarding Area Agency on the Aging as the Town had entered into a 5-year contract with them. Council discussed various other agencies including First Call for Help, HOPE Outreach, International Ballet, Kids' Voting, League for the Hard of Hearing and Memorial Health Care.

Mayor Truex asked about the \$25,500 figure. Mr. Cohen explained that the Town was looking to keep the funding level from the Community Endowment Fund the same. Council agreed to keep this figure the same.

Vice-Mayor Paul spoke of Take Stock in Children and stated that this program had several large corporate sponsors. Mayor Truex was in favor of donating \$2,500. Vice-Mayor Paul wanted to see a breakdown of where the money went. Councilmember Starkey asked if Take Stock in Children had ever responded to the Town with a breakdown in response to the Town's criteria and questionnaire for charities.

Mayor Truex asked about The Starting Place. Council was in favor of their request. Mayor Truex was not in favor of cutting funding to Women in Distress. Councilmember Starkey agreed.

Vice-Mayor Paul pointed out that Young at Art did not fall in the realm of charities as they charged their own fees and had many large corporate sponsors. Councilmember Starkey asked if their request was only for the east side summer program. Mr. Cohen indicated that the request had no restrictions. Councilmember Starkey asked if Council could receive further details on what the \$5,000 request was for. Mr. Cohen pointed out that \$5,000 was not specifically requested.

Mayor Truex felt that not funding the \$20,000 to Firewall Ministries would negatively impact the program and children at Palma Nova. He added that the children and families on the east side benefited greatly from this program.

Mayor Truex asked about recommendations made by the Budget Advisory Committee.

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Kerry Waldee, chair of the Budget Advisory Committee, spoke of recommendations made at its June 2004 meeting, pertaining to non-profit organizations. He advised that the Committee had recommended that the Town 1) give only to organizations officially in existence for six years or more; 2) donate only to organizations whose objectives were to help in the areas of a) physical disabilities b) mental illness, c) poor health or physical injury d) those below the poverty level, and e) the economically disadvantaged; and 3) donate to organizations whose priority was to help only the youngest or the oldest in the Town.

Chair Waldee advised that the Committee had voted that 1) organizations submit an RFP annually, along with programmatic and financial reports, 2) all funds go directly to programs and not to administration; 3) 501(C)3 organizations be indicated as recommended, and 4) six years be changed to five years as recommended. He advised that the Committee's motion had passed 4-0.

Councilmember Starkey spoke of a previous request that not-for-profit agencies submit various documents along with their letters of request indicating financial and service breakdowns to inform the Town how the community was served. She asked if this requirement had changed. Mr. Cohen indicated that the Town did not solicit letters for donations. He advised that if Council wanted this as a formal requirement, agencies could be asked to comply. Councilmember Starkey pointed out that this was a requirement in the past. Mr. Willi advised that less than 10% responded to the requirement for funding. Vice-Mayor Paul felt that in such cases, the charities should comply with the Town's requests and not complain afterward if denied funding due to non-compliance.

Councilmember Starkey felt the Town should require documentation showing a business plan, financial papers, or 501(3)(C) incorporation papers. Mayor Truex was not in favor of implementing this process for all the agencies as he felt this was unnecessary. Vice-Mayor Paul clarified that the Town was not seeking detailed financial statements, but rather information on how many Davie residents were served and how much was being spent on residents. Mayor Truex was in favor of implementing these new requirements next year.

Vice-Mayor Paul suggested reducing the overall total funding for not-for-profit agencies to just under \$200,000. She suggested that funding for EASE and HOPE be reduced by \$3,000 in anticipation of revenue that would be received from the Zacco billboard.

Mayor Truex summarized Council's decisions as follows: 1) Area Agency on the Aging would receive \$29,954; 2) Old Davie School would receive \$25,000; and 3) EASE Foundation would receive \$28,500.

Councilmember Crowley was not in favor of any increases or any new line items and was in favor of funding agencies the same as the previous year.

Mayor Truex was in favor of Vice-Mayor Paul's recommendations to bring the limit to \$200,000. Vice-Mayor Paul felt government did not belong in this business. Councilmember Starkey agreed and wanted to keep the \$200,000 limit with the goal of giving this money to a community chest next year. Mayor Truex felt that despite objections, this process was no different from a State grant.

Mayor Truex continued summarizing Council's decisions as follows: 1) Council agreed to reduce Firewall Ministries to \$10,000; 2) Council agreed to cut \$1,500 from HOPE and EASE; 3) Family Central would receive \$10,000; 4) Fire Wall Ministries would receive \$20,000; 5) First Call for Help would receive 20, 621; 6) HOPE Outreach would receive \$38,500; 7) Kids Voting in Broward would receive \$2,500; and 8) Memorial Health Care would receive \$25,500.

Mayor Truex suggested giving Firewall Ministries \$17,000. Councilmember Hubert suggested that only \$10,000 be given to Firewall Ministries, as they were new and should do their own grant writing and fundraising. Council agreed to give Firewall Ministries \$10,000. Councilmember Crowley voiced his disagreement.

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Mr. Willi indicated that the total amount per Council's discussion was \$190,075. All agreed via consensus. Mayor Truex requested that the agencies crossed off be eliminated on the updated budget.

PARKS AND RECREATION. Councilmember Hubert asked about the Parks and Recreation Department adding new staff to run their programs and asked if PAL would still conduct its sports program at the parks. Mr. Cohen indicated that the multipurpose facility would be handled the same way as Pine Island Park, which would require staffing for the facility but outside vendors to service individual programs.

CAR ALLOWANCES. Vice-Mayor Paul questioned why the Town was covering the CRA auto allowance. Mr. Cohen explained that the CRA covered this cost and advised that it was allocated as a personnel cost. Vice-Mayor Paul questioned why some employees were receiving a car allowance and cars. She wanted to know how much Human Resources Director Mark Alan used his car for Town business, along with Mr. Cohen. Vice-Mayor Paul felt the auto allowance was an easy way to entice new employees without calling it a raise. She also wanted to see a breakdown factoring in straight mileage. Councilmember Starkey agreed. Mr. Bernard indicated that one year, staff had kept logs for three months to work out mileage. He stated that staff paid for gas, insurance and maintenance on their vehicles. Mr. Bernard advised that two-thirds of the allowances represented were actually low. Vice-Mayor Paul felt this should be estimated. Vice-Mayor Paul reiterated that she wanted to see a justification for Mr. Alan and Mr. Underwood having Town cars.

Mayor Truex pointed out that some employment packages came with car allowances which in some way factored in agreed-upon salary negotiations. He felt it was not fair to put individuals on the spot where these packages were concerned. Vice-Mayor Paul asked Mr. Willi why cars were included in the first place. Mayor Truex felt it was not for Council to question individual employees. Mr. Willi indicated that cars were offered as an inducement to employment and advised that all employees who received a car allowance had a justification memo in their files that explained why an allowance was warranted. Vice-Mayor Paul indicated that she wanted to know this information and stated that she was trying to find places where the Town could save money by appropriating funds in different ways. Mr. Willi agreed to provide the required information. Councilmember Starkey felt a breakdown of the criteria leading up to the decision to provide Town cars would be helpful for Council. She felt a review may expose ways it which it might be more cost-effective for the Town to give only mileage or keep a pool of only two to three cars.

Mayor Truex felt the inquiry about the philosophy behind this should be addressed to Mr. Willi. Vice-Mayor Paul pointed out that others who drove around the Town frequently did not receive a car allowance which made the practice unfair. Mayor Truex stated that one package did not fit all based on employees' skills, education, and other factors. He objected to Vice-Mayor Paul bringing up individuals' names in the meeting. Vice-Mayor Paul apologized for mentioning individual names but felt that by discussing all issues in the public meeting, people would know where she was coming from.

INSURANCE PREMIUM. Vice-Mayor Paul asked if the insurance premium reduction to 17% was a solid figure. Mr. Cohen indicated in the affirmative and advised that this was not a guarantee but was subject to going up in the future. Vice-Mayor Paul asked if this figure would not be set until after the budget was adopted. Mr. Cohen responded in the affirmative. Vice-Mayor Paul recommended that the budget be passed with a condition that if the rate was less than 17%, that the difference be returned to the insurance reserves. Council and staff agreed.

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POLICE DEPARTMENT STAFFING. Councilmember Starkey spoke of police officers who had recently retired. She indicated that she wanted to see a bigger picture of the Department's staffing plan and how it impacted the budget. Councilmember Starkey did not want the Town to wait until many officers had retired to try to fill their positions. Mr. Willi indicated that after this budget cycle, one of the things he wanted to do was a five-, seven-, and ten-year budget projections. Councilmember Starkey pointed out that rumors were out about officers who would retire and asked Police Chief John George how many officers were expected to leave the Town soon.

Chief George pointed out that many police officers and firefighters talked about retiring often. He stated that the Department was constantly in the hiring stage and searching for quality applicants. Chief George advised that in the next few years, a couple of officers would leave yearly. He stated that the Department forecasted carefully and was in the process of filling vacant positions. Chief George indicated that retirement was based on 30 years of employment. He advised that he could provide numbers tracked to Mr. Willi and Council.

OVERTIME. Vice-Mayor Paul asked Chief George if the Fraternal Order of Police contract stipulated how overtime would be distributed. Chief George indicated in the negative and advised that the Department tried to determine this based on availability for shifts. Vice-Mayor Paul asked if it would be possible for Chief George to provide an overview of how overtime was broken down by month. Chief George advised that he tracked overtime but did not break it down by detail. He stated that many officers were on special assignments which had to be factored. Vice-Mayor Paul asked for a breakdown for the purposes of justifying overtime. Chief George pointed out that the overtime for this year's budget was at 5%, but stated that when officers who worked overtime recovered shortages, the Town did not pay them extra money for insurance. He indicated that he would be willing to sit down with Mr. Underwood to lay out these calculations. Mayor Truex asked that Chief George sit with Vice-Mayor Paul to review these numbers instead of generating a detailed review.

SPECIAL PROJECTS. Councilmember Starkey stated that many municipalities factored in Special Projects personnel under the Parks and Recreation Department. She indicated that at some time in the past, the Town use to do this. Councilmember Starkey felt these roles were more appropriate under Parks and Recreation as the resources for Town events were provided therein. Mr. Willi indicated that Special Projects Director Bonnie Stafiej and her department did fall under Parks and Recreation. Mr. Cohen clarified that there was a component of Town Administration called Special Projects, but that Ms. Stafiej worked on special events. He advised that these were not one in the same.

There being no further business to discuss and no objections, the meeting was adjourned at 8:15 p.m.

Approved _____

Mayor/Councilmember

Town Clerk